



STATE OF INDIANA

COMMISSION ON PROPRIETARY EDUCATION

Jeff Weber, Commissioner

302 West Washington Street
Room E201
Indianapolis, IN 46204-2767
<http://www.in.gov/cope>

APPLICATION FOR ACCREDITATION PROCEDURES

TO: Petitioning Institution
FROM: Rebecca L. Carter
Director of Regulatory Compliance

In accordance with Indiana Code 20-12-76 et seq., a postsecondary proprietary institution wanting to do business in Indiana must have a status with the Indiana Commission on Proprietary Education (COPE) on or after July 1, 1972.

APPLICANT STATUS

The initial accreditation process is called Applicant status. A petitioning institution must obtain this status from the commission before recruitment (including advertisements) and enrollment of students may begin. Applicant status is given to an institution after the initial requirements and procedures have been completed.

The specific requirements for Applicant status include the following:

The petitioning institution must submit:

- the Application for Applicant status. (Requested attachments MUST be included; i.e. brochures and/or catalog, enrollment form, incorporation papers, if incorporated. The institution must develop and submit an information sheet about the program(s) being offered if a brochure or catalog is not already in use.)
- verification of the inclusion of the statement indicated in the August 19, 1987 Memorandum
- the Financial Report Form.
- the Institutional Bond
- a \$200 Application Fee
- agent application materials if the institution intends to use agents for recruitment purposes. (See Indiana Code 20-12-76-2 for the definition of an agent.)

The required forms for agents are the following:

1. Application for Agent's Permit (per agent)
2. Agent Training Verification (per agent)
3. \$80 Agent Application Fee (per agent)

The chief administrator may have a complimentary agent's permit card if the request is made in writing to the Commission.

IN-STATE PETITIONING INSTITUTION (facility located within Indiana)

If the petitioning institution is located in the State of Indiana, a member of the commission staff will schedule an appointment with the director to visit the facility. This is the last requirement in completing the application phase. After the visit has taken place the petitioning institution should receive written notification that it has been given Applicant status. Upon receipt of this letter, the institution may legally begin active operation.

An on-site evaluation will be scheduled by a commission staff member within an 11 month period following the granting of the Applicant status. This procedure is explained in detail in the Rules and Regulations. The Application for Formal Accreditation is enclosed in this packet. This form should NOT be submitted in the initial application materials. This document is only used for the on-site evaluation process. The director of the institution will be contacted at a later date by the commission staff as to when this document should be submitted to the commission.

OUT-OF-STATE PETITIONING INSTITUTION (facility is located in another state)

If the petitioning institution is located out-of-state, and is accredited by an accrediting body that is recognized by the U.S. Department of Education, then these additional items should also be submitted:

- a copy of the most recently prepared self-study
- a copy of the last accrediting body's visiting team's report
- a copy of the accrediting body's letter of approval
- a copy of the home state approval

EXTENSION OR BRANCH FACILITY

If the petitioning institution will be located in Indiana, and it is an extension or branch facility of either an in-state or out-of-state institution which is already nationally accredited, then the extension/branch operation must comply with the following.

- submit a copy of the self-study prepared for the accrediting body. (This document will replace the Application for Formal Accreditation.)
- invite the commission to have a staff member attend as and observer on the evaluation performed by the respective national accrediting body, and notify that accrediting body that you have done so.

If the extension or branch facility is located in Indiana, and its main campus does NOT have national or regional accreditation, then the facility will have an evaluation scheduled by the (COPE) staff, and must follow the procedures as outlined for "In-State Petitioning Institution."

Should there be any questions concerning the above accreditation procedures, please contact the commission.